

Digital Communication Guidelines

For many people, social media is a venue for communication, discussion, and community. There are positive aspects to various social media platforms, as well as potential areas of concern. We ask the BCMC community to observe these "social media best practices" when sharing about BCMC on your individual sites/platforms.

Website

1. The Office and Facilities Manager, Pastors, and related committees will write, select graphics, locate suitable links, and provide assistance to users of the site.
2. Information from church bulletins will be added to the site. Church news notes will be edited to exclude members' personal information such as: contact information, hospitalizations, health concerns, and other private matters.
3. Photos of members, including children, will be used unless the members have notified the Office and Facilities Manager that they would not like their photo used publicly. In captions, only first names will be used and all names of minors will be omitted.

Other Social Media (blogs, Facebook, etc.)

Administrators

The Office and Facilities Manager and Pastors are responsible for maintaining and updating BCMC's social media including: Facebook, etc. No BCMC social media sites are to be created by individuals not employed or contracted by BCMC without the prior conversation with staff and Church Board.

Content

The content of these social media sites will represent the current and upcoming events of the church, news, and commentary related to BCMC and will be reflective of the church mission statement.

Posting information

When sharing video or photos from church events, functions, or worship services, please be sensitive when tagging or revealing other participants' involvement without their expressed permission. When uploading photos or sharing information online, please refrain from posting confidential information pertaining to a Congregant or anyone being served by a ministry of this church. All Approved Adults are asked not to post any pictures or videos of BCMC activities where minors are pictured on their personal social media accounts when serving in your church appointed or volunteer position.

Tagging

If you would prefer not to be tagged, please let the church office know.